

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1600.64

6/23/92

SUBJ: AVIATION ANTI-DRUG PROGRAM INSPECTOR'S CREDENTIAL, FAA FORM 1600-76

1. PURPOSE. This order establishes guidance and procedures for the issue of credentials to Aviation Anti-Drug Program Inspectors.

2. DISTRIBUTION. This order is distributed to division level in Washington, regions, and centers; to the branch level in the Offices of Aviation Safety Analysis, Aviation Safety Oversight, Civil Aviation Security Operations, Flight Standards, and Aircraft Certification; and a limited distribution to all field offices and facilities.

3. SCOPE.

a. Department of Transportation (DOT) regulation 49 CFR Part 40 and Federal Aviation Administration (FAA) Final Rules, 14 CFR Part 61 et al., establish requirements for certain aviation industry carriers and related businesses to implement drug abatement programs affecting specific categories of employees. FAA has established a compliance and enforcement program in the Office of Aviation Medicine (AAM) responsible for monitoring compliance of these programs and initiating enforcement actions as necessary.

b. Because these responsibilities require on-site inspection and investigation and access to persons, documents, facilities, and operations relating to a covered company's FAA mandated anti-drug program, a credential is considered necessary to identify aviation anti-drug program inspectors.

4. APPROVAL AUTHORITY. The FAA Associate Administrator for Aviation Standards, AVS-1, is the approving authority for the issue of the Aviation Anti-Drug Program Inspector Credential, as delegated by the Assistant Administrator for Civil Aviation Security, ACS-1.

5. RESPONSIBILITIES.

a. AVS is responsible for establishing the criteria for eligibility, issue, and accountability of FAA Form 1600-76, Aviation Anti-Drug Program Inspector's Credential, designed for exclusive use by AVS personnel. Appendix 1, Sample Form, contains a sample of FAA Form 1600-76.

b. The Office of Aviation Medicine will monitor the procedures for the issue and control of the credential as required by Order 1600.25D, FAA Identification Media, Official Credentials, and Passports, and Vehicle Identification Media.

c. An employee to whom the credential is issued will use it solely as identification in the conduct of FAA inspections and investigations made pursuant to the Federal Aviation Act of 1958, as amended, and the applicable Federal Aviation Regulations (FAR). The employee is responsible for safeguarding the credential and must promptly report any loss, theft, or mutilation of the credential to the appropriate official in accordance with paragraph 9.

6. CRITERIA FOR ELIGIBILITY. Credentials are issued to the following persons:

a. Program analysts assigned to the Drug Abatement Branch (AAM-220) in the Office of Aviation Medicine, whose duties include aviation industry anti-drug program inspection and investigation.

b. Regional Aviation Drug Abatement Program Managers (ADAPM) whose duties include aviation industry anti-drug program inspection and investigation.

c. Persons assigned to a regional Aviation Drug Abatement Program and designated by the Drug Abatement Branch Manager (AAM-220) to participate in the aviation industry anti-drug program inspection and investigation effort.

NOTE: The employee must engage in official duties which require the employee to conduct inspections and investigations for the FAA pursuant to the FA Act of 1958, as amended, and applicable FAR's.

7. APPLICATIONS FOR CREDENTIALS. Each designated inspector will complete an FAA Form 1600-14, Identification Card/Credential Application, and sign a blank FAA Form 1600-76. Regional personnel will forward the two forms along with two passport-size photographs that meet the requirements of Order 1600.25D to the ADAPM, who will forward the documentation to AAM-220. The AAM-220 Branch Manager will be responsible for signing the FAA Form 1600-14 as the "Authorizing Official".

8. ISSUE OF CREDENTIALS.

a. The Federal Air Surgeon (AAM-1) is responsible for the issue and control of Aviation Anti-Drug Program Inspector's Credentials.

b. Following preparation of the documents and approval, AAM-1 will forward the credential to the applicant via registered mail or hand deliver to the Washington headquarters staff. A receipt signed by the applicant will be returned to AAM-1 upon receipt of the credential. AAM-1 will maintain a record of all current and former credential holders. AAM-1 will also maintain a record of all credentials reported lost, stolen, or mutilated, including the original application and all documentation of the loss, theft, or damage.

9. LOST, STOLEN, OR DAMAGED CREDENTIALS.

a. The Aviation Anti-Drug Program Inspector's Credential is accountable Government property. If the credential is lost or stolen, the holder will immediately notify AAM-1. A written report citing the circumstances of the loss will be prepared by the credential holder and forwarded to AAM-1 within 48 hours with an information copy to the servicing security element. In the Washington National Headquarters, notification will be to Office of Civil Aviation Security Operations, using Form DOT F 1660.6, Incident Report, or a memorandum.

b. Any subsequent recovery of the credential will be reported promptly to AAM-1 and the servicing security element.

c. Upon receipt of a report of a lost or stolen credential, a replacement credential may be issued following the procedures of paragraphs 7 and 8. The FAA Form 1600-14 will be annotated with the reason for reissue.

10. SURRENDER OF CREDENTIALS. The Aviation Anti-Drug Program Inspector's Credentials shall be surrendered to the AAM-220 Manager under any of the following circumstances:


a. Termination of employment.

b. Reassignment to a position that does not meet the eligibility requirements specified in paragraph 6.


c. Extended leave or absence in excess of 30 days.

d. On request.

11. DESTRUCTION. Aviation Anti-Drug Program Inspector Credentials which become damaged or are surrendered pursuant to paragraph 10 will be forwarded to AAM-1 for disposition and destruction.


for Garland P. Castleberry
Associate Administrator for Aviation Standards

APPENDIX I. AVIATION ANTI-DRUG PROGRAM INSPECTOR'S CREDENTIAL

U.S. Department of Transportation Federal Aviation Administration 800 Independence Ave. S.W. Washington, D.C. 20591 Official Business Penalty for Private Use \$300	Postage and Fees Paid Federal Aviation Administration DOT 515	
<p>POSTMASTER: Return to: ASSOCIATE ADMINISTRATOR for AVIATION STANDARDS FEDERAL AVIATION ADMINISTRATION WASHINGTON, D.C. 20591</p>		
<p>IF FOUND — Drop in any U.S. Mailbox, as unauthorized possession or use makes offender liable to severe penalties. Title 18, U.S.C. Sec. 499.</p>		

BACK

UNITED STATES OF AMERICA Department of Transportation Federal Aviation Administration This is to certify that	PHOTO
Whose signature and photograph appear herein is a duly designated AVIATION ANTI-DRUG PROGRAM INSPECTOR and is authorized to perform duties imposed by law and regulations	
The inspector identified on this credential is authorized to represent the Federal Aviation Administration (FAA) in the inspection of all persons subject to FAA mandated aviation industry anti-drug programs (including all documents, facilities, operations, and other elements deemed necessary by the inspector) by the provisions of the Federal Aviation Act of 1958, as amended, and the Federal Aviation Regulations.	ISSUED
Associate Administrator for Aviation Standards Form 1600-76 (7-92)	BEARER

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